



## UNSWORTH EMPLOYMENT LETTER

---

Date:

Employee Name:

Employee Address:

Phone Number:

Email Address:

Dear \_\_\_\_\_,

I am pleased to offer you the position of \_\_\_\_\_ at Unsworth Vineyards. This letter details the terms and conditions of your employment.

1. **Position.** You will be employed on a seasonal part-time basis. Within this position, you will report directly to \_\_\_\_\_.
2. **Commencement.** Your start date will be \_\_\_\_\_.
3. **Rate of Pay.** Your rate of pay will be \$ \_\_\_\_\_ per hour, less applicable deductions and withholdings, payable bi-weekly by direct deposit. Tips, less deductions, are payable bi-weekly by direct deposit with your hourly pay.
4. **Work Week.** Working hours and days will vary, as determined by the Company in its discretion, and may include weekends, evenings and holidays. Your scheduled hours of work will be set by your supervisor in advance, any shift over 5 hours will have an unpaid lunch break scheduled.
5. **Overtime.** Should you be required to work overtime, you will be entitled to overtime rates for those hours worked in accordance with the BC *Employment Standards Act*. You must obtain prior approval from your supervisor, or another responsible member of the Company's management team, before working any overtime hours.
6. **Probationary Period.** Your first three (3) months of employment will serve as a probationary period. During this time your performance will be monitored, assessed, and evaluated for suitability to this role and your continued employment.
7. **Wine Discount.** You will be eligible for employee pricing on all wine purchased at Unsworth Vineyards. The employee pricing is equivalent to the company's wholesale pricing, approximately a 20% discount on retail price.



8. **Vacation.** Your vacation time is not accrued. You will be paid any vacation monies owed each pay period at 4% of gross wages earned. Any time off requested must be made at least 2 weeks in advance to your supervisor and will be taken as unpaid time off.
9. **Company Policies.** You are expected to abide by all Unsworth Vineyards' policies, practices, and procedures. These will be provided to you during your orientation, which will be scheduled for you on your first day of work.
10. **Other Positions.** From time to time, there may be other departments within the company that require help. If willing, you may be given the opportunity to work in a different department. If the rate of pay differs between departments, you will be notified of this difference in advance.
11. **Termination.** The Company may terminate your employment at any time for just cause, without notice or any payment in lieu thereof. The Company may terminate your employment at any time without just cause by providing you with only the minimum amount of notice or pay in lieu of notice (including benefits continuation, if applicable), or a combination thereof, as required by the BC *Employment Standards Act*. You agree that by providing you with such notice or pay in lieu of notice, the Company satisfies entirely its obligation at common law and under statute to provide you with notice or pay in lieu of notice in the event that it terminates your employment without just cause.
12. **Temporary Layoff.** You acknowledge and agree that the Company may temporarily lay you off in accordance with the BC *Employment Standards Act*. You agree that such a temporary layoff does not terminate your employment or constitute a constructive dismissal.
13. **Confidential Information.** During and after the end of your employment with the Company, you must hold in strict confidence and not use or disclose in any manner, except to further the Company's interests or as required by law, any non-public, confidential information that you acquire in the course of your employment with the Company. Your obligations set out under this section shall survive and remain in effect, notwithstanding any changes to the terms of your employment or the termination of your employment, whether the termination is initiated by you, by the Company on a with or without just cause basis, or by mutual agreement, or whether the termination is lawful or unlawful.
14. **Minimum Standards.** If any provision set out herein provides for a lesser benefit to you than the minimum standards contained in any applicable legislation, the minimum standard contained in any such legislation will prevail and be deemed to apply to the extent of the inconsistency.

If you agree with these terms and conditions, please sign and return one copy to me by \_\_\_\_\_.

On behalf of Unsworth Vineyards, I would like to congratulate you on attaining this position and look forward to welcoming you to our team. We are confident that you will be a great asset to our organization. Please do not hesitate to contact me should you have any questions or concerns.

Yours truly,

\_\_\_\_\_  
Manager:

**Employment Acceptance:**

I, \_\_\_\_\_, the undersigned,  
hereby accept the position of \_\_\_\_\_ at Unsworth  
Vineyards and agree to accept the terms and conditions stated above.

**Acknowledgement:**

By signing and returning the attached copy of this letter you have indicated your acceptance of the conditions of employment as well as indicated you have read and understood the employee handbook and policies within.

\_\_\_\_\_  
Employee Name:

\_\_\_\_\_  
Date: